# Using ePass Montana with E-Grants
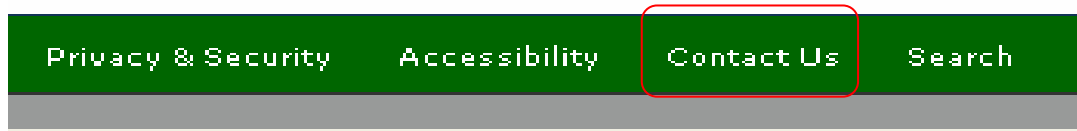
What is ePass Montana?

ePass Montana is a service provided on Montana's official state website, mt.gov, that provides the following benefits to Montana's businesses and citizens:

- Allows access to all authorized eGovernment services with one username and password
- Provides customization options for mt.gov so customers can personalize their services page
- Shows customers other government services that may be useful to them
- Grants them access into federal government services for which they are authorized

If you need assistance at any time, click on the How Do I link or the Instructions link located on each screen. If you would prefer to talk to an individual, please call 406-444-2000 and someone there will be able to assist you. The Help Desk hours for this web site are 8:00 a.m. to 5:00 p.m., Monday through Friday.
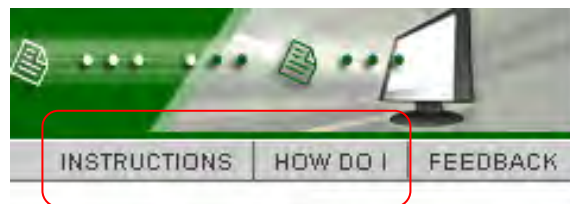
You may also choose to click on the **Contact Us** link. This allows the user to provide feedback on the services and content of the mt.gov web pages.

Setup your ePass Account

The first step in using ePass is to create a user account.

Open your web browser (Internet Explorer, Firefox, etc.) and go to: http://epass.mt.gov

If you do not have an ePass account:

Click on the **create an account** button. Enter all required information including a username and password.

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Important information:
- Your username must be at least 6 characters.
- Your password must be at least 8 characters, **and** contain both letters and numbers.
- Your username and password are case sensitive.
- YOUR HINT IS IMPORTANT! Make sure that your hint will remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

After setting up your account, you will either be taken to your customizable portal page, or to the service you were logging into, depending where you began.

What is E-Grants?

E-Grants is a web-enabled system for K-12 education that supports the grant application process from allocation of funds and application for funding through payment accountability, reporting to the grantor and grant closeout for both state and federal grants. E-Grants is accessible to all Local Education Agencies (LEAs) and other subgrantees via the Internet without need for installing any special software or hardware.

Setup your E-Grants Account

To request an E-Grants user account, please fill out the following forms, have them signed by the district's authorized representative and fax or mail them to OPI.

- E-Grant Account Request Form – Request the OPI to create or delete district users.
    http://opi.mt.gov/PDF/ITProjects/EGrants/EGrant_Account_Request.pdf

- Security Coordinator Form – Allows the district to assign a security coordinator. The role of the LEA Security Coordinator is to manage user accounts for the AIM and E-Grants systems.
    http://opi.mt.gov/PDF/ITProjects/SecurityCoordinator_App.pdf

    LEA Security Coordinators can become more familiar with this process by reviewing our E-Grants Security Coordinator Instructions.
    http://opi.mt.gov/PDF/ITProjects/EGrants/E-GrantsSecurityInstrV2.pdf

The district will be notified by OPI after an E-Grants account has been created. Once notification has been received, the LEA E-Grants Security Coordinator assigns security roles for the account.

- LEA E-Grants Security Form for Application Roles – Allows the Authorized Representative (AR) to assign roles for individuals accessing E-grants on behalf of the LEA. This form is for LEA use and must be kept on file for audit purposes.
    http://opi.mt.gov/PDF/ITProjects/EGrants/LEA_Security_Form.pdf

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Setup ePass and E-Grants Authentication

The ePass/E-Grants authentication process only needs to be completed once. You will login to ePass using your ePass username and password, immediately followed by logging in to E-Grants using your E-Grants username and password. After successfully completing this process your ePass and E-Grants accounts will be authenticated and you will only need your ePass username and password to access E-Grants.

Login to ePass using your ePass username and password

After successfully logging in to ePass you will see the following screen. Click on OPI – Egrants, which may be located under **Your ePass Services or Services** (blue circle) or **Services you may add to your ePass account** (red square).

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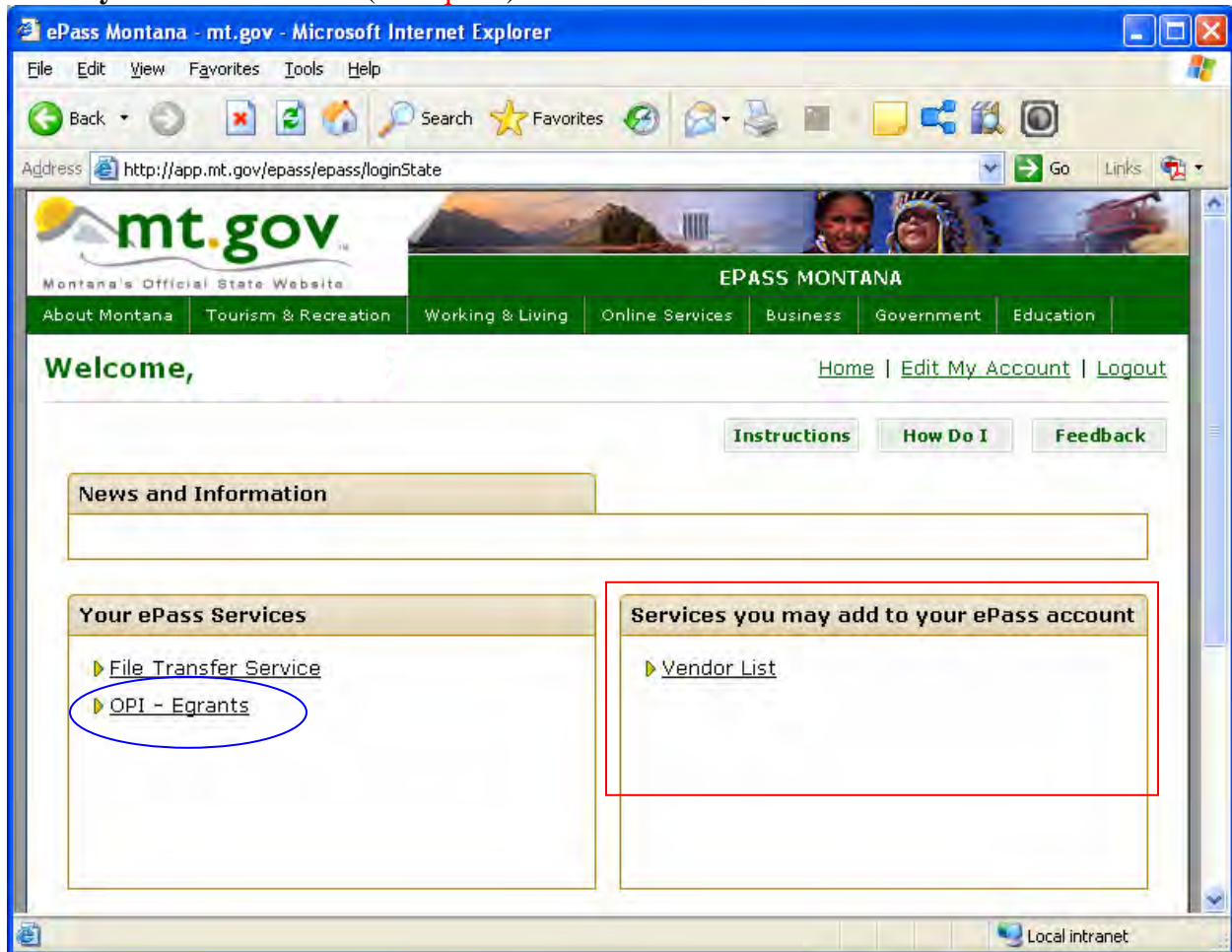
The OPI E-Grants System Logon Page should be displayed. Enter your E-Grants User ID, password and click on Logon.

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After successfully logging into E-Grants the authentication process is complete and a variation of the OPI E-Grants System Menu List screen shown below will be displayed.

Clicking Sign Out (blue circle) will log you out of E-Grants and ePass.
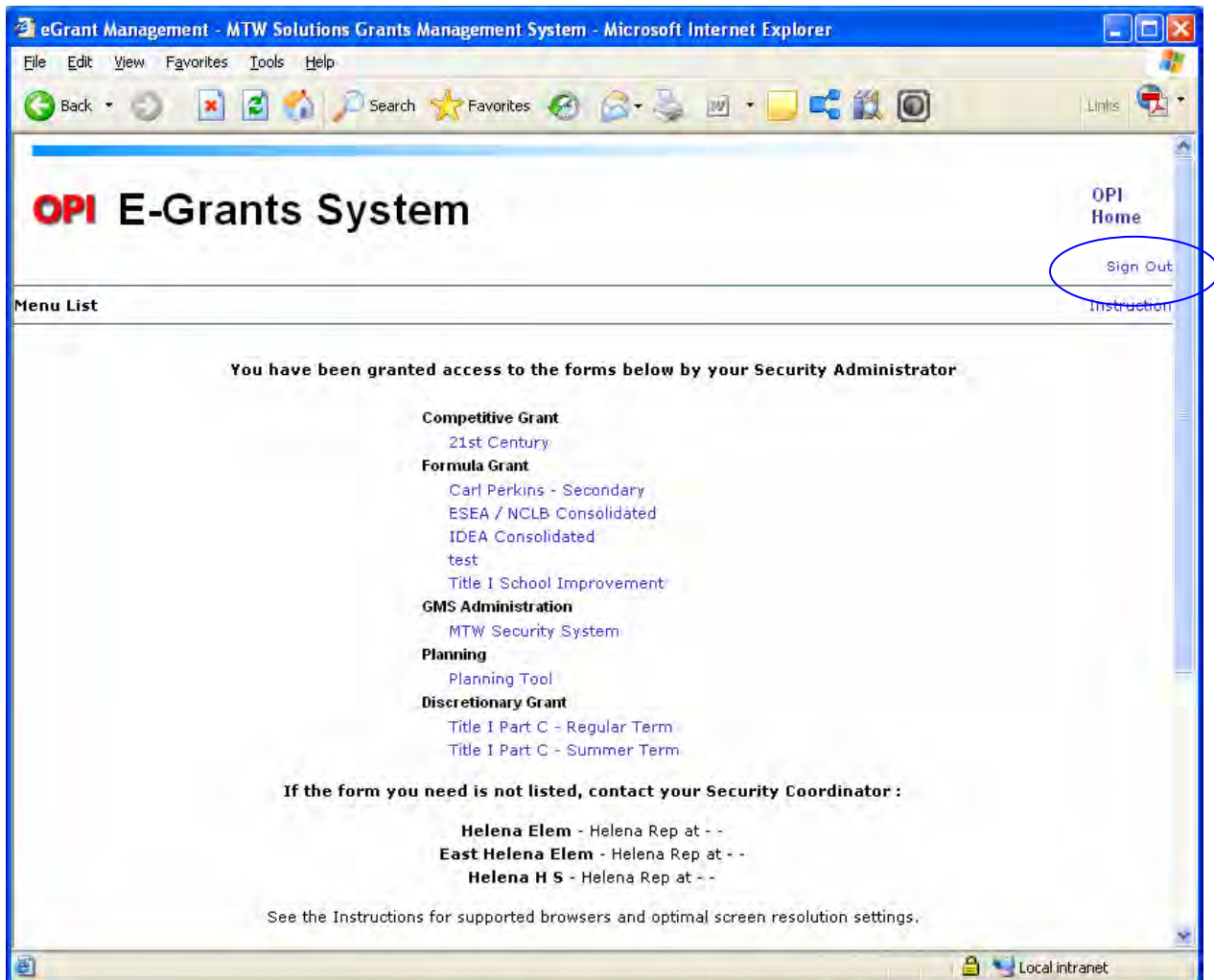
From this point forward, clicking on OPI – E-Grants in ePass, shown on page 6, will take you directly to the OPI E-Grants System Menu List screen.